



UNITED STATES DISTRICT COURT
U.S. PROBATION OFFICE
101 WEST BROADWAY, SUITE 700
SAN DIEGO, CA 92101-7991

U.S. PROBATION OFFICE ANNUAL DISTRICT CONFERENCE

REQUEST FOR QUOTATIONS (RFQ)

RFQ NUMBER D09CASP 07-01

April 3, 2007

You are hereby invited to submit a technical proposal using the attached quote sheet for a price quotation for the services or price determination as well as any supporting documentation and literature concerning your facility. This is a request for open market pricing.

The location of the conference is limited to six blocks of the Convention Center, Long Beach, California.

Parties meeting the above location specified and interested in receiving a Request for Proposals should contact:

U.S. Probation Office
101 West Broadway, Suite 700
ATTN: Budget & Procurement Section
San Diego, CA 92101-7991
Phone: (619) 557-7149 Fax: (619) 615-6008

A fixed price award from this RFQ will be made based on the overall lowest priced, technically acceptable offer.

All quotes must be received at the above listed address by e-mail, fax, or mail not later than 1:00 P.M. Pacific Time, April 18, 2007 to be considered.

Questions concerning this RFQ should be addressed to:

Pete Tancredi
Contracting Officer
Phone: (619) 557-7149 E-Mail: peter_tancredi@casp.uscourts.gov



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POINT OF CONTACT:

Pete Tancredi
Contracting Officer - Budget, Purchasing & Finance Administrator
U.S. Probation Office
101 West Broadway, Suite 700
San Diego, CA 92101-7991
Voice: (619) 557-7149 Cell: (619) 894-6023 Fax: (619) 615-6008
peter_tancredi@casp.uscourts.gov

DATES OF EVENT:

August 15-17, 2007 Available ☐ YES ☐ NO

FACILITY NAME:

ADDRESS

CITY, STATE, ZIP

PHONE:

POINT OF CONTACT:

TITLE:

_____ FAX: _____

A. ANTICIPATED ATTENDANCE: 125

B. GUEST ROOM RESERVATIONS/RATES

The Organization requests the following block of guest rooms:

DATE	8-14-07	8-15-07	8-16-07
DAY	TUESDAY	WEDNESDAY	THURSDAY
ROOMS	4	125	125

The rate for the above guest room block is \$_____ single /double occupancy. A charge of \$_____ is added for each additional person occupying the room.

In the event guest arrives prior to or remains past the date, the hotel will offer an extension of the group rate on a space available basis. ☐ Yes ☐ No

The organization is tax exempt, therefore rates do not include state taxes. The tax exempt number is 95-6565020.

Other mandatory charges: ☐ Parking \$ _____ per day

☐ _____ \$ _____ per _____

☐ _____ \$ _____ per _____

Guests are expected to have the opportunity to verify and amend their departure at the time of check-in with no penalty or additional charges.

☐ In consideration of the room block, one guest room reception suite (to accommodate 130 individuals) will be provided to the organization at no additional cost or cost at: \$ _____.

C. FUNCTION SPACE & BANQUET ARRANGEMENTS

1. The hotel is to provide the following **meeting rooms**:

DAY	TYPE	REQUIRED	ATTENDEES	TYPE
WEDNESDAY 8-15-07 (10 a.m. - 2 p.m.)	Lobby Area	1		Registration
(10 a.m. - 5 p.m.)	General Session	1	125	Conference, crescent rounds of 7
	Breakout Room	2	65	Classroom
6 p.m. - 8 p.m.	Reception	1	125	Reception with Cash Bar*
THURSDAY 8-16-07 (8 a.m. - 5 p.m.)	General Session	1	125	Conference, crescent rounds of 7
(8 a.m. - 5 p.m.)	Breakout Room	2	65	Classroom
FRIDAY 8-17-07 (8 a.m. - 2 p.m.)	General Session	1	125	Conference, crescent rounds of 7

* All costs associated with the cash bar not to be billed to the master account. Only any room rental fee will be considered in selection.

☐ In consideration of the room block, the meeting spaces will be provided to the organization at no additional cost or cost at:

General Session \$ _____ per day Break Out \$ _____ per room per day

Reception Welcome \$ _____

2. **Audiovisual Support** is unknown at this time. Please attach your current price list for services.

3. **Food and Beverages:** For a typical day:

	EXAMPLE	COST PER PERSON
MORNING START	Bakery items such as cinnamon rolls, danish pastries, muffins, fruit, coffee, tea, juice, water	\$
MID-MORNING BREAK	Water, coffee, tea, assorted pastries	\$
MID-AFTERNOON BREAK	Water, coffee, tea, soda, cookies	\$

D. PAYMENT Guest and meeting rooms, food and beverages, and audiovisual charges are to be billed to a master account, and the hotel shall invoice the organization for all other charges including meeting spaces, food and beverage, and audio visual charges. Individuals are responsible for any incidental charges upon departure unless otherwise specified.

E. CLOSING DATE All quotes must be received by the point of contact listed above by e-mail, fax, or mail not later than 1:00 P.M., Pacific Time, April 18, 2007 to be considered.